

INFORMATION SHEET

**PHYSICAL IMPROVEMENT FUNDING APPLICATION FOR
2013 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SUBMIT THE ORIGINAL AND 20 COPIES OF THE COMPLETED APPLICATION**

Applicants must submit a Letter of Intent by 4:00 P.M. on October 26, 2012. Final deadline for completed applications is 4:00 P.M. on December 7, 2012. All applications or letters must be submitted to the Department of Housing and Neighborhood Development.

Instructions: Community Development Block Grant funds must be used to provide services to City of Bloomington residents only and the project must be located within the city limits. All applications must be typed in a font no smaller than 12 point. **DO NOT ATTACH ADDITIONAL SHEETS**, other than those requested.

IN ORDER FOR THIS APPLICATION TO BE CONSIDERED--YOU MUST:

- Be incorporated.
- Have an accounting system compatible with Federal Regulations including but not limited to OMB Circular A-110 and OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-21 "Cost Principles for Educational Institutions," as applicable. Copies of these OMB Circulars are available upon request.
- Attach a copy of the last fiscal year's end Financial Statement, Balance Sheet, and Statement of Cash Flows.
- Attach the most recent audited financial report including the auditor's opinion letter. If the most recent audited financial report is over two years old, then submit the last two year's tax form 990. If you are applying for both Social Service funding and Physical Improvement funding, only one copy needs to be submitted.
- Have an affirmative action plan on file with the City of Bloomington's Legal Department by December 7 2012
- Eliminate ANY provisions or practices that discriminate or have the effect of discriminating.
- Obtain wage rates used in cost estimates from the Department of Housing and Neighborhood Development
- Applicants must include their DUNS Number in the application.

If acquisition, construction or demolition is involved, you must discuss your plans with the City of Bloomington's Department of Housing and Neighborhood Development, City's Department of Public Works (812-349-3410), City's Planning Dept. (812-349-3423) City of Bloomington Utility Department (812-339-1444) and the Monroe County Building Dept. (812-349-2580).

Application Instructions

PROJECT SUMMARY – SELF EXPLANATORY

NATIONAL OBJECTIVES, PROJECT ELIGIBILITY AND BENEFITS

- A) All projects must meet one of the National Objectives and continue to meet that objective for five years after the project closeout. Recorded liens may be attached to all real property to ensure that the National Objectives are met and continue to be met for five years. These objectives are: (1) projects where at least 51% of the persons benefiting from the activity are low- and moderate-income city residents; (2) projects which aid in the prevention or elimination of slums and blight; and, (3) projects designed to meet community development needs having a particular urgency. **If you think that your project meets either (2) aid in the prevention or elimination of slums and blight or (3) meets a community development need having a particular urgency, you must contact Bob Woolford, at 812-349-3580. There are very strict criteria that need to be met to qualify for these objectives.**
- B) Your discussion should address how the program serves the needs of the community and its residents, how this need is quantified and documented by citing relevant data. Utilizing the Consolidated Plan 2010-2014 for the City of Bloomington, identify the project or public service category of your program and the priority need of this category. Specifically reference the Consolidated Plan Community Developmental Needs. Both documents can be found at:
http://bloomington.in.gov/documents/viewDocument.php?document_id=885. If applicable address how your program fits into the anti-poverty strategy (page 55) or other goals and objectives outlined in the Consolidated Plan. Include your organization's capacity to successfully implement this program and why your organization needs financial assistance to implement this program.
- C) Provide a description of the clientele this project is proposing to serve. Describe how the clientele will benefit from the project. List the number or estimate the number to benefit from the project. List your references used to derive this information. If your project involves housing, include any housing problems that may be unique to your clients. Examples may include, rents too high, needing more bedrooms, housing for persons with disabilities, needs assisted living arrangement, temporary shelter, etc.
- D1) Estimate the total number of unduplicated clients served. Utilizing the table provided, provide the number of extremely low-income, low-income and low/moderate income and clients over 80% AMI who will be served by your project.
- D2) Self-explanatory.

PLANNING AND IMPLEMENTATION SECTION

- A) If you answered NO, list the owner(s) of the property. State if you plan to purchase or lease the property and the status of the purchase or lease. If you will not own the property, provide documentation of owner's approval of the proposed project.
- B) If the property is occupied at the time this application is submitted or will be any time from the submission of this application to completion of the project, you may be subject to relocation expenses. It may not matter that a transfer of property is voluntary or that a lease agreement has expired. Relocation expenses are eligible CDBG expenditures but can be unpredictable and costly.
- C1) If the property IS NOT currently zoned for its intended use, an explanation should be given as to when zoning approval is being sought.
- C2) If any type of variance or approval is required prior to commencing the project you are requesting funding, you MUST list the type of approval needed, from whom the approval is needed and the status of receiving the approval. This will include approvals from all public boards and commissions who grant variances or other type of approvals.
- D) Is the property served by public utilities (public sanitary sewers, public water, natural gas, phone, electricity, etc.)? List what utilities are currently available on site and explain how the applicant is proposing to have other necessary utilities installed. Investigate to see if this project will require you to install public amenities (public sidewalks, street trees, storm drainage improvements, dedication of property for public rights of way, etc.).
- E) Environmental problems may encompass any one or more of the following:
- Lead based paint (properties with residential structures built prior to 1978 – assume lead based paint), flood plain management, impact on historic properties, noise regulation, proximity to hazardous facilities, wetlands protection, assessments analyzing the presence of hazardous material, protection of endangered species, and impact on aquifers, etc.
- Describe the problem and how you will go about addressing it.
- F) Provide the names of the person who wrote the project specifications and the contact person who will oversee the project, if funds are awarded. Describe their experience in administering similar projects.
- G) These funds are intended to be used during the program year that they are received. It is imperative that your project is ready to begin when the time comes. Include a detailed timeline for your project and explain your phases. If your project is a multi-year project, then include a timeline that encompasses the initial phase and the entire project through completion.

- H) Self-explanatory
- I) If funds are required to operate and maintain the project after construction, provide the source of the funds and estimated amounts.
- J) If income will be generated, explain how the income will be used (retire the property mortgage, on-site maintenance and capital improvements, general agency expenses, etc.). If an asset or product is sold or leased, explain how the proceeds will be expended (purchases another asset to be resold, general agency expenses, etc.). Detail any covenants that you may place on the property.
- K) Describe any past CDBG funded projects that involved the agency over the past five years. Note the type of project funded, i.e. housing rehabilitation, acquisition, etc., the amount of money received, the year if known, and the status of the project. If the project has not been completed or is underway, state the status of the project and anticipated completion date.

PART 3 – FINANCIAL

- A) List the estimated cost for this specific project and the funds that you have received or have committed for this project. List the amount you are requesting for this application.
- B) List all funding sources that you have received and are seeking for the project.
- C) CDBG funding is from the federal government. In some cases CDBG funds may not be comingled with other federal funds. Often, state funds are actually federal dollars that are passed from a federal agency to a state agency and these funds may not be comingled with CDBG funds. We may need to have copies of any application that you have or intend to apply for along with instructions, rules and requirements. Although we encourage applicants to seek partners on their projects our funding agreement may limit what other funding sources can be used to avoid other local, state or federal regulations.
- D) If your agency will be providing any funding towards the project, state the dollar amount. Outline any in-kind contribution, by your agency or any other agency, and value if known that will be allocated towards the project. If staff time will be used, provide an estimate on the number of hours and type of service that will be dedicated to the project.
- E) Self-explanatory
- F) Self-explanatory